

## Step #6B: Writing Bib Cards

### DEFINITIONS OF TERMS:

**"Bib' Cards"** = index cards that collect your source's bibliographic information & organize it into specific format that is suitable for Works Cited Page (which comes later).

**"Bibliographic information"** = details about where it came from!

**"Works Cited Page"** = a page that comes at the end of your research paper that lists ALL the sources you used for your paper, and their bibliographic information.

### Materials Needed to Make Bib Cards:

- ✓ Index cards
- ✓ Pen (pencil smudges—don't use pencil)
- ✓ Rubber band and/or plastic sandwich bag
- ✓ Access to various source types (computer, internet, library books, etc).

### REQUIREMENT REMINDER:

YOU ARE REQUIRED TO USE A MINIMUM OF 3 CREDIBLE SOURCES TO WRITE YOUR PAPER: 1 BOOK, 1 WEBSITE, 1 "OTHER".

YOU SHOULD MAKE A BIB CARD FOR EACH SOURCE YOU USED (Yes, even if it's more than 3!)

**3 SOURCES = 3 BIB CARDS**

1. Select a new blank index card for each new source (whether it's a book, a new website, a different magazine, etc.).
2. Prepare your source card by referring to the appropriate demonstration on the **"MLA Bibliography/ Works Cited Format"** or your **"MLA 7 Reference Guide" handouts** that best matches your source type (book, periodical, website, etc.). Double-check to make sure you have all the necessary information it's asking for (*ie.* Book's publisher date, the name of the website you used; the date it was last updated, etc.)  
*\*\*If you were to find your source's "Source Citation" online and you saved/printed a copy, GREAT! You're in luck! All you need to do is carefully copy that EXACT "source citation" information onto your bib card, and give it a source #.* ☺
3. Give your index card a number and write that number in the upper right-hand corner of your index card. **This will be known as your "Source Card Number"**. Let your first source be #1, your second source be #2 and so on. These numbers should coincide with the numbers you copy onto *note* cards (later), on which you write your notes while reading information from this source.

### 4. Examples:

(Format for a book w/ 1 author) #	(Format for an article from an encyclopedia) #
Last name, First name. <i>Title of Book</i> . City of Publication: Publisher, Year of Publication.	Author(s). "Title of Article." <i>Title of Periodical</i> Day Month Year: pages.
(Format for info. found on a "general" web page)	(Format for an article found through GALE or EBSCO)
Author(s). "Title of Article." <i>Title of webpage</i> . Day Month Year of publication: page numbers. Day Month Year of Access <URL address>.	Author(s). "Title of Article." <i>Online database</i> Day Month Year of publication: page numbers. Day Month Year of Access <URL address>.

Notice how the 2<sup>nd</sup> lines are indented! It's like that on purpose!